

**ENGINEERING AND RELATED SERVICES  
NOVEMBER 2, 2012**

**STATE PROJECT NO. H.004985.2  
I-12 TO BUSH EIS  
ROUTE LA 3241  
ST TAMMANY PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager** – Ms. Noel Ardoin

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant/Team will provide all appropriate services and assist in the preparation of a mitigation plan in accordance with 33 C.F.R. 332.4 and other related work for the proposed I-12 to Bush highway in St. Tammany Parish.

**SCOPE OF SERVICES**

The selected Consultant/Team may be utilized in providing services and assistance with future phases relating to evaluation, implementation, operation, and monitoring. The scope of services will involve all work necessary for the planning and preparation of a Mitigation Plan (MP) for the U.S. Army Corps of Engineers (USACE) New Orleans District’s approval. Major tasks associated with this work effort will include, but not limited to, the following services:

I. Data Gathering and Research

- A. Research best practices for similar large scale mitigation projects
- B. Contact other State DOTs and State and Federal agencies to determine best methods and procedures to streamline processes and reduce costs and liability.
- C. Document findings, conclusions, and recommendations

The Consultant will research best practices for similar large scale mitigation projects. The Consultant will contact other State DOTs and State and Federal agencies to determine methods and procedures used by other agencies to streamline processes and reduce costs and liability. The Consultant will compile findings and make recommendations to the DOTD based on their findings and research. The Consultant will identify any recommendations that require a change in State laws or regulations.

The goal of this task is to streamline the current mitigation project and develop strategies to better handle future projects.

## II. Identify General Opportunities, Requirements, and Planning Strategies

- A. Interagency meetings with the DOTD, St. Tammany Parish, USACE, U.S. Environmental Protection Agency (EPA), U.S. Fish and Wildlife Service (USFWS), and Louisiana Department of Wildlife and Fisheries (LDWF) to discuss mitigation issues, opportunities and options.
- B. Regular meetings with project team to discuss progress, alternatives, and anticipated issues.
- C. Identification of potential wetland mitigation sites and their owners (potential major tracts with appropriate characteristics (i.e. size, location, habitat types)) within St. Tammany Parish.
- D. Meetings with agencies, mitigation bankers/providers, potential operators, parish officials, etc. to determine interest and to identify mitigation opportunities in the area.
- E. Develop strategies and initial conceptual level cost estimates for implementation and operation.

The Consultant will schedule and hold interagency meetings with the DOTD, St. Tammany Parish, USACE, U.S. Environmental Protection Agency (EPA), U.S. Fish and Wildlife Service (USFWS), and Louisiana Department of Wildlife and Fisheries (LDWF) as appropriate to discuss mitigation issues, opportunities and options. Each meeting will be summarized in a meeting report prepared by the consultant and circulated among those in attendance for comments and concurrence.

Regular status meetings will be held with project team to discuss progress, alternatives, and anticipated issues. Each meeting or phone conference will be summarized in a meeting report prepared by the Consultant and circulated among those in attendance for comments and concurrence.

Identify potential wetland mitigation sites (areas) within the project service area within St. Tammany Parish. This task will be guided by the ecological characteristics and general acreage requirements agreed to in the scoping meeting with the agencies. Identification of potential major tracts ( $\geq 500$  acres) with appropriate characteristics (i.e. size, location, habitat types) using aerial photography, GIS data and other available sources. Areas adjacent to existing mitigation banks, state parks, wildlife management areas, timber areas, Nature Conservancy lands and large tracts of privately held property

will be prioritized in this initial search. Wetland and hydrology parameters will be used to screen potential sites. Sites having good wetland and hydrology indicators will undergo additional evaluation as appropriate. The Consultant will research ownership of potential sites via tax assessor's database and property records located at the St. Tammany Parish clerk of court office.

The Consultant will schedule and hold meetings with agencies, local officials, mitigation bankers/providers, potential operators, known major land owners of property with the appropriate characteristics, etc. to determine interest and to identify mitigation opportunities in the area. Potential owners and contacts include state agencies, timber companies, mitigation bankers, St. Tammany Parish and private owners. Each meeting will be documented as to the date of contact, name of contact, property or opportunity discussed, the outcome of the discussions, and any future considerations.

The Consultant will develop strategies and initial conceptual level cost estimates for proposed mitigation. At a minimum, the cost estimates will include an order of magnitude cost estimate for planning, development, implementation, operation and monitoring of mitigation sites/projects.

Products -

- a. GIS aerial photo based maps, with data base
- b. Report summarizing areas considered, their characteristics, potential, value, cost estimates, etc.
- c. Meeting minutes

Service items I and II, may run concurrently.

III. Develop Mitigation Plan in accordance with 33 CFR 332.4

- A. Meetings with the DOTD, St. Tammany Parish, USACE, EPA, USFWS, LDWF, and others, to discuss specific issues regarding establishment, operation and ownership of a mitigation site.
- B. Land owner identification and contact to determine interest.
- C. Site visits to potential wetland mitigation sites to assess potential restoration and/or enhancement opportunities.
- D. Preliminary evaluation of site parameters such as wetland delineations, cultural resources, threatened and endangered species, hydrology and hydraulics of proposed area, etc. to determine if the candidate location is feasible as a mitigation site, including report preparation.
- E. Develop written Mitigation Plan for DOTD for submittal to the USACE. The plan should identify and include legal requirements and any necessary operational issues or agreements.
- F. Develop Agreements: Memorandums of Understanding/Agreements, Mitigation Agreements, Mitigation Banking Agreements or similar instrument for signature by DOTD, USACE and others, as appropriate.

Develop a mitigation plan in accordance with 33 CFR Part 332 that satisfies the mitigation requirements for the construction of the four lane facility from I12 to Bush in St. Tammany Parish.

Meet with the DOTD, St. Tammany Parish, USACE, EPA, USFWS, LDWF, and others, as needed and appropriate, to discuss specific issues regarding establishment, operation and ownership of mitigation sites/projects. Each meeting will be summarized in a meeting report prepared by the consultant and circulated among those in attendance for comments and concurrence.

Meet with land owners to determine interest in sale of property or in joint venture or other similar arrangements for mitigation opportunities. The Consultant will prepare land owner maps, meeting reports, memoranda, etc. summarizing results of meetings and specific discussions.

Site visits to potential wetland mitigation sites (areas) to assess potential restoration and/or enhancement opportunities. The Consultant will obtain permission from property owners prior to any site visits. The Consultant will invite agencies to participate in the site visit as appropriate. Photos will be taken of the sites during the site visits to supplement notes regarding site conditions.

Evaluate site parameters, as appropriate, such as wetland delineations, cultural resources, threatened and endangered species, hydrology and hydraulics of the proposed areas, etc. to determine if the candidate locations are feasible as mitigation sites. Further field investigations may be required to complete the site evaluations. Separate technical reports/memorandums may be required depending on site parameters evaluated. A final report will be prepared summarizing findings, screening methodologies, evaluation results, potential mitigation credits from each site/project, legal requirements, and recommendations as to which sites/projects should be included in the MP. The recommendations should provide for the complete, required mitigation and provide a list of contingency sites/projects. The project team will review the findings and accept or reject the recommendations. All recommended sites/projects will be presented to the USACE and their commenting agencies for concurrence prior to submitting the written MP.

Develop written MP for submittal to the USACE. The written plan will include sites/projects that the Department determines feasible and reasonable for implementation. The plan may include contingency sites/projects for implementation should a preferred site/project be withdrawn for any reason. The MP will include updated cost estimates for purchase, development, implementation, operation and monitoring for each project/site. The MP will summarize any legal requirements, agreements, or commitments necessary for implementation and/or operation of project/sites.

Products –

- a. GIS aerial photo based maps, with data base
- b. Site visit summaries, with photos
- c. Technical reports or memorandums regarding candidate project/sites, such as biological surveys, wetland delineation, H&H evaluations, and cultural resources surveys.
- d. Written Mitigation Plan
- e. Draft and/or Final agreements with entities

IV. Future Phases (Optional)

- A. Modify/Update MP and related work, if required, due to passage of time, changes in scope, legal requirements, or other legitimate reasons.
- B. Assist with implementation of a specific mitigation site or project which may include, but not limited to, site visits, site specific plan development, evaluations, delineations, biological surveys, inspections, permit applications, permit sketches, documentation, etc.
- C. Assist with the operations and/or monitoring of a site and related work which may include, but is not limited to, routine site visits, evaluation of performance, biological surveys, and reporting.

The Consultant may be asked to provide further assistance to the DOTD during the execution, implementation, operation or monitoring of the MP. Should the DOTD decide to solicit the Consultant's assistance with future phases, a contract supplement would be required. Examples of the types of assistance that may be required include, but not limited to, the following:

- Update/modify the MP, if required, due to passage of time, changes in scope, legal requirements, or other legitimate reasons requiring a change in the MP.
- Negotiations with agencies, property owners, operators, or other entities regarding terms, conditions, etc. of agreements.
- Additional site investigations as required for further development or implementation of a mitigation project/site
- Additional planning, research, evaluation, site investigation for development of or implementation of a contingency project/site or for the development of a new site, if needed, to meet mitigation needs
- Work required to obtain required permits for project/sites
- Work required for implementation, operation or monitoring of a mitigation project/sites

**ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The LaDOTD Software and

Deliverable Standards for Electronic Plans document and LaDOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions, Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager will notify the consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner if directed by the Project Manager.

## **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and

review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **365 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

### **COMPENSATION**

Compensation for the required services rendered in connection with this Contract will be negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

### **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Design Guidelines
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code (NESC)
11. National Electric Code (NFPA 70)
12. A Policy on Geometric Design of Highways and Streets (AASHTO)
13. DOTD Construction Contract Administration Manual
14. DOTD Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual

17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual/90
19. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be professionally competent and experienced in the preparation of wetland impact mitigation plans for projects requiring a Section 404 permit from the U.S. Army Corps of Engineers (USACE).
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in the preparation of wetland mitigation plans and documents in accordance with the Clean Water Act, as amended, its associated regulations, the Environmental Protection Agency's (EPA) guidelines, and the rules and regulations of the U.S. Army Corps of Engineers.
3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - (a) Two Wetlands Biologists with degrees in biology, or a related field, and a minimum of three years experience in wetlands delineation and threatened and endangered species surveys.
  - (b) One Professional Civil Engineer registered in the State of Louisiana with at least five years experience in hydrologic and hydraulic engineering.
  - (c) One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.
  - (d) Ecological, archaeological, GIS specialist, and other environmental professionals as required for the performance of a significant portion of the work.
4. In addition to the above requirements, the Prime Consultant must also employ through the use of a Sub-Consultant:
  - (a) One Professional Attorney, registered, active member of the Louisiana State Bar Association, with at least five years experience in wetland mitigation banking or site development, mitigation agreements/contracts and associated issues.



## EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3; \*
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*\*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

\*A firm with a ratio of 5 or greater as per the Departments Firm Size Chart will receive a rating of 2.

\*\* The Wetlands and Natural Resources (EW) and Environmental (EV) performance ratings will be used for this project.

### Complexity Level (**moderate**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Noel Ardoin – Project Manager
3. Edward Wedge
4. Joyce Barkley
5. Sarah Golz
6. James Bookter

**Conflict of Interest:** To avoid a conflict of interest, no member of the Consultant/Team shall have a financial interest in the selection or implementation of the Mitigation Plan. If you are in doubt as to whether your particular situation is a conflict of interest, submit an inquiry outlining your situation to the Consultant Contract Services Section prior to submittal of the SF 24-102.

**Rules of Contact** (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

**CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the

Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## **SUBMITTAL REQUIREMENTS**

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **State Project No. H.004985.2**, and will be submitted **prior to 3:00 p.m. CST on Monday, December 3, ~~November 26~~, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Alan Dale, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1401

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.